

**\*\*AMENDED – 14 & 18 & 26 MAY & 21 JUN 2004\*\***

**NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE**

**5636 East McDowell Road, Phoenix, AZ 85008-3495**

**PHONE (602) 267-2783; DSN 853-2783**

**WEBSITE: [www.az.ngb.army.mil/hro](http://www.az.ngb.army.mil/hro)**

**EXCEPTED**

**TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 04-131T**

**DATE: 14 MAY 2004**

**CLOSING DATE: 13 JUL 2004**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**SUPPLY TECHNICIAN, GS-2005-07, TC80372000 (2 POSITIONS)**

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**APPOINTMENT FACTORS: OFFICER ( ) WARRANT OFFICER ( ) ENLISTED ( X )**

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**SALARY RANGE:**

**\$33,071 - \$42,993 PA**

**SUPERVISORY ( ) MANAGERIAL ( )**

**NON-SUPERVISORY/NON-MANAGERIAL ( X )**

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**LOCATION OF POSITION:**

**162<sup>ND</sup> FIGHTER WING, TUCSON, ARIZONA**

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**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is open to current members of the 162<sup>ND</sup> FW. Individual selected will receive an Indefinite appointment and may be converted to Permanent status based on the availability of unit vacancies/funding. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE: This position is in support of the United Arab Emirates (UAE)/Block 60 program.**

**NOTE: Placement for this position will not occur until funding is received.**

**NOTE: This position is subject to rotating or night shift work.**

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**NATIONAL GUARD REQUIREMENTS:** Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona ( Air ) National Guard ( 162<sup>nd</sup> Fw ), qualify for and be placed in the following compatible AFSC/MOS/AOC: 2S0XX

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

**KNOWN PROMOTION POTENTIAL: NONE**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Through knowledge of supply regulations, policies, procedures, and instructions applicable to the specific assignment.
2. Knowledge to conduct extensive and exhaustive searches for required information for complex supply transactions.
3. Knowledge to reconstruct records for supply transactions and provide supply operations support for activities involving specialized or unique supplies, equipment, and parts to supported organizations' missions.
4. Knowledge of requisitions, supporting documents, and reference material to ensure supply support for production, overhaul, repair, or other operations requiring special handling.
5. Ability to work well with customers and other offices on program requirements for urgent, critical shortage, and other special items.
6. Ability to prepare requests for cataloging action and to prepare documentation to effect additions, deletions, and changes to items authorized.

**INSTRUCTIONS FOR APPLYING:** Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783. **EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or non-membership in an employee organization or any other non-merit factor.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

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**SPECIALIZED EXPERIENCE:** Individual must have 12 months experience, education and/or training which demonstrates the ability to perform a variety of supply system operational tasks and to audit and control all supply transaction documents.

**BRIEF JOB DESCRIPTION:** This position is located in the Air National Guard, Base Supply, Management Systems Flight of an Air National Guard Wing Flying activity. The purpose of this position is to perform a variety of supply system operational tasks and to audit and control all supply transaction documents. Troubleshoots computer systems and software analyzing and resolving operational problems through the application of Supply Mainframe Systems, Supply Micro and Mid-Tier Systems for inventory management, storage and distribution, and fuels management. Applies downward and laterally directed technology enhancing supply computer support and managing analytical data. Receives, evaluates, and processes requests for supply automated data processing (ADP) management products including standardized listings as well as Query Language Program and Supply Reports Generator products. Functions as the alternate manager for computerized systems utilized by supply personnel to assure conformity with USAF, MAJCOM, Defense Information Security Agency and local regulations on the use and security of SBSS computers. Coordinated with the Chief of Supply and other supply personnel when computer support is lost. Performs a monthly validation of all Classified Communications Security (COMSEC) and weapons control files ensuring no discrepancies were detected. Responsible for audit and control of all accountable supplies and equipment documentation. Performs other duties as assigned.

**SELECTING SUPERVISOR:** Capt DARRYL DARNELL